

PQS QUALIFICATION SHEET

Basic Officer Recruiter (OR) Module

Trainee Name	Date Reported To Command	Qualification Start Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Navy Officer Recruiting Station (NORS) Indoctrination			
2. Training Brief			
3. Production Brief			
4. NORS Officer in Charge Action Items			
5. OPO Policy/Expectations			
6. NOSC Indoctrination			
7. Officer Programs			
8. Publications/Policies			
9. Government Vehicles/ Supply			
10. Social Media Websites and Online Content			
11. Officer Candidate Physical Training			
12. Final Qualification			

11 Feb 2011

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E	T R A I N E R	T R A I N E R	D A T E
1. Navy Officer Recruiting Station (NORS) Indoctrination									
a. Introduce to other Officer Recruiters									
b. Personal appearance									
c. NORS appearance									
d. NORS files									
e. Required reports									
f. Submission and accountability of travel requests									
g. Office security requirements									
h. Use and regulations concerning government vehicles									
i. Government credit cards									
j. Explain the domicile to duty policy									
k. Safe driving									
l. Definition of misuse									
m. Use and regulations concerning government telephone systems to include cellular phones									
n. Business cards and stamps									
2. Training Brief									
a. Monthly training requirements									
b. PQS requirements									
c. In-Rate training requirements									
d. Recruiter Evaluation Board procedures									
e. Individual training record requirements									

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E	T R A I N E E R	T R A I N E E R	D A T E
3. Production Brief									
a. Recruiter ethics and prohibited practices									
b. OR goaling procedures									
c. Territory analysis / assignment									
d. Explain procedures for the development of an Area Canvassing Plan (ACP) to new OR Recruiters (The NORS OIC is required to accompany all new recruiters on initial Area Canvassing Prospecting evolutions)									
e. Local NAVCRUITDIST advertising brief									
f. Collegiate assignment and leadership responsibilities									
g. Prospect with new OR Recruiter (all methods)									
h. Conduct a (Modeling) Sales Call/Interview with new OR Recruiter									
i. Demonstrate how to develop a COI									
j. Campus canvassing program									
k. Conduct DPR with new OR Recruiter clearly defining daily expectations and preparation									
l. Explain ORPMS responsibilities									
m. Explain RTools/CIRIMS responsibilities									
4. NORS Officer in Charge Action Items									
a. Delegate collateral duties in writing									
b. Update letter to police and fire department									
c. Introduce to Collegiate(s)									
d. Accompany on campus visit									
e. Ensure that new OR Recruiter has completed the drivers test with NRD LSO									
5. OPO Policy/Expectations									

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a. Discuss individual's goals and development plan									
b. Fraternization/Sexual Harassment policy									
c. Ethics and prohibited practices									
d. Complete a PSS Sales Lab using enclosure 12 of COMNAVCRUITCOMINST 1500.4 (place in the OR's training jacket)									
6. NOSC Indoctrination									
a. Visit during a drill weekend									
b. Meet with RESPAY Petty Officer									
c. Discuss reserve benefits									
d. Obtain annual drill schedule									
e. Meet with reserve center Training Petty Officer									
7. Officer Programs. Discuss the following programs: (COMNAVCRUITCOMINST 1131.2C and COMNAVRESFORINST 1001.5)									
a. Medical programs									
b. Nuclear programs									
c. General Officer programs									
d. Reserve Officer programs (NAVET)									
e. Direct Commission-Reserve									
8. Publications/Policies									
a. Privacy Act/Freedom of Information Act. Explain what information and under what conditions information may be given out and received under the Privacy Act and Freedom of Information Act									
b. Complete Privacy Act training 101 and 103									
9. Government Vehicles/Supply (COMNAVCRUITCOMINST 1131.2 and 4400.1C)									
a. Explain proper use, allowable limits, and security of credit cards									

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b. Explain procedures for repairs and obtaining authorization for emergency repairs									
c. Explain the domicile to duty policy									
d. Explain vehicle security requirements									
e. Understand and be familiar with the maintenance schedule of vehicles									
f. Explain accident reporting procedures									
g. Explain the OPE Limit and how to process a claim in DTS									
10. Social Media Websites and Online Content (www.chinfo.navy.mil/socialmedia.html, www.navy.com, and www.cnrc.navy.mil)									
a. Demonstrate how to locate social media pages for Navy commands using the Navy Social Media Directory									
b. Review NAVCRUITCOM, NAVCRUITDIST, and NORS Facebook pages									
c. Review and discuss the do's and don'ts of social media websites within the training under Social Media Training products at www.chinfo.navy.mil/socialmedia.html									
d. Demonstrate the ability to navigate the official Navy and Navy Recruiting Command websites and discuss resources available									
e. Demonstrate the ability to download and incorporate official Navy videos and images into presentations									
11. Officer Candidate Physical Training									
a. State the requirements from the Required Actions Prior to Physical Training section of the Recruiter guide for Physical Training									
b. Review and explain the before, during, and after PT requirements from the ORM checklist in the Recruiter guide for Physical Training									

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c. Demonstrate the ability to calculate wet bulb globe temperature and wind chill temperature for the locale where physical training is to be conducted.									
d. Explain the duration and recommended exercises contained in the Warm-Up & Stretching portion of the Fitness & Nutrition guide's exercise sequence									
e. Explain the differences between Low, Moderate, and High Intensity Work Outs from the guide									
f. Explain the duration and recommended exercises contained in the Cool-Down & Stretching portion of the Fitness & Nutrition guide's exercise sequence									
g. Demonstrate the ability, under qualified supervision, to conduct the recommended exercise sequence from the guide									
h. Discuss the requirements for conducting a voluntary Initial Fitness Assessment (per COMNAVCRUITCOMINST 1131.2 series)									
i. Discuss the helpful guidelines for a healthy diet from the Nutrition Section of the Guide									
12. Final Qualification (COMNAVCRUITCOMINST 1131.2)									
a. Must complete OR course taught by NRLA at NORU. Exception: 9585 and 2186 Personnel PQS Board certified as recruiter (Must attend OR course (2-weeks only) or complete online OR course at www.cnrc.navy.mil/noru/orojt3/ojt.htm									
b. Complete CFL Certification-NAVPERSCOM Course(CPD-CFL-010) on NKO									
c. Complete Supervisor-Managing Your Team's Risk Course(CPPD-ORM-MYTR-1.0) on NKO									
d. Complete CPR certification									

13. Record of Qualification:

a. Recommended for PQS Qualification Board. Date: _____

I, _____, certify that _____
(Name/Rate/Qualifier Position) (Name/Rate)
is ready for final qualification by a PQS Board for the position of Basic
Officer Recruiter.

Qualifier's Signature _____

b. Qualification Board Date: _____

We certify the examinee to be fully qualified for the position of Basic
Officer Recruiter.

Board President (Name, Rank, Position) (Signature)

Board Member (Name, Rank, Position) (Signature)

Board Member (Name, Rank, Position) (Signature)

Board Member (Name, Rank, Position) (Signature)

c. Reviewed: Date: _____

PQS Training Officer, NAVCRUITDIST _____
(Signature)

d. Approved: Date: _____

Commanding Officer, NAVCRUITDIST _____
(Signature)

e. Service Record Entry (Page 4): Date: _____

Chief Administrator, NAVCRUITDIST _____
(Signature)

You are hereby granted an extension. Your new maximum qualification date is
_____. (Attach a copy of extension request with justification).

Commanding Officer NAVCRUITDIST

Copy to:
Member's Training Record